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GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**BRYCE HOSPITAL**  
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JAMES V. PERDUE  
COMMISSIONER  
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HOSPITAL DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION  
AN EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Rehabilitation Specialist III

**NUMBER:** 16-19

**JOB CODE:** R4000

**POS. #:** 8801441

**SALARY RANGE:** 73 (\$37,389.60 - \$56,685.60)

**DATE:** May 6, 2016

**JOB LOCATION:** Bryce Hospital, Tuscaloosa, Alabama

**MINIMUM QUALIFICATIONS:** Master's degree in rehabilitation, business administration, or related field. Considerable (48 months or more) responsible experience in the field of rehabilitation or psychiatric recovery, including experience (12 months or more) in a supervisory or administrative capacity.

**KIND OF WORK:** Plan, organize and direct Vocational Services for patients at Bryce Hospital. Provide administrative support and ensures compliance with state and federal regulations. Ensures departmental compliance with Joint Commission, CMS and hospital standards. Allocate staff and space resources within the department. Approve requisitions for supplies and equipment. Prepares invoices for services rendered for Black Warrior Industries. Reviews income/expenditures for therapeutic work programs. Reviews staff and patient payroll. Manage information. Supervise the creation and maintenance of various databases. Oversee the preparation of reports and other requests for information. Gathers and analyzes information for planning and performance improvement. Develop and implement policies/procedures pertaining to the provision of vocational services. Oversees the review and revision of the department manual, provide input to hospital and DMH policies and review/revise designated portions of the Plan for Patient Care and Treatment and other manuals. Serve on Hospital and Community committees/organizations. Serve as back-up timekeeper for patient payroll. Substitute for other staff as needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of vocational practices and assessment techniques. Knowledge of therapeutic interventions including psychiatric recovery concepts. Knowledge of treatment planning. Knowledge of the demands of available work sites. Knowledge of State, Federal, and ADMH policies and procedures. Knowledge of Department of Labor regulations. Skill in organization. Skill in the use of a personal computer and various programs. Skill in communicating effectively both orally and in writing. Ability to collect and analyze data and act upon findings. Ability to maintain accurate records. Ability to supervise, delegate, commend, discipline, evaluate and evaluate the work of others. Ability to interact with other professionals in a courteous, professional manner.

Announcement # 16-19  
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**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

**HOW TO APPLY:** USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE OR THE OFFICIAL WEB SITE [www.mh.alabama.gov](http://www.mh.alabama.gov). THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 1651 RUBY TYLER PARKWAY, TUSCALOOSA, ALABAMA, 35404 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT(S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.

***“Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”***